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## **BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO.2**

**P.O. Box 105 | Kurten, TX 77862 | (979) 589-3263  
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**Business Meeting Minutes  
April 11<sup>th</sup>, 2022**

**Location: Brazos County District 2 Station #1**

1. The meeting was called to order at 6:30 P.M. by Dan Wilkerson.

Attendance:

Elected Officers:

Dan Wilkerson – President  
Michael Hering – Vice President  
Larry West- Secretary  
Lloyd Scasta- Treasurer  
Joe Matejka- Assistant Treasurer

Fire Department:

Joe B.  
Rick W.

2. Treasurer Report:

Bank Balances as March 31<sup>st</sup>, 2022

Beginning --- \$303,971.07  
Ending----- \$326,885.50

Michael Hering made a motion to approve the Treasurer report for the month of March, Joe Matejka seconded. Passed.

Invoice from Dan (\$17.28 reimbursed expenses), IT Pro (\$227.32), VFD (\$87,500.00 quarterly draw)

Larry West made a motion to approve and pay submitted bills, Michael Hering seconded. Passed.

Dan did explain that First State of Bedias cannot insure amount in an account as ours over \$250,000.00. Adding an additional Bank account is recommended if balance continues to increase.

3. Report from District Representatives Joe Boyd:
  - a. Call volume overall up, grassfires becoming more prominent 26% more fires
  - b. Federal Grant Update, has been submitted and historical study has been approved
  - c. Duty Crew Updates: new crew starting as gear becomes available for use (2 active)
  - d. Building Update, water and drainage issues being addressed at Station #2
  - e. Station #3 has been relocated from Freida Lane to Dilly Shaw Tap Road, Wildfire has agreed to provide power to the shop
  - f. Joe Silvia is now the Captain of Station #2
  - g. Toured the Skeeter Brush Truck Factory, 12-22 months out of delivery of new brush truck, quote acquired by Joe Boyd and presented, cost \$212,000.00.
4. Lloyd Scasta is reviewing fire station properties for ownership information. Joe Matejka inquired concerning the volunteer pay schedule. Volunteers are paid \$20 per call, \$10 per training or meeting, the \$20 is paid for a radio acknowledgement and response to the call. Dan discussed auditors report and documents (records management). Dan did visit all three banks concerning equipment payments and setup of the payments from ACH.
5. The attendees reviewed the March 14<sup>th</sup> meeting minutes. Michael Hering made a motion to approve the minutes. Joe Matejka seconded the motion. Passed.
6. Budget Discussion 2022
  - a. Michael Hering stated that he obtained the bank statements. He presented the budgeted cash flow projections. A budget amendment request will be made in the next month's meeting.
7. Dan followed up on the progress of the audit. Dan suggested that Logan Kendrick come to a meeting to present and answer questions concerning audit procedures and opportunities.
8. Two signatures are required for the auto payment for PNC truck payment. Motion was made by Michael Hering for Lloyd Scasta and Dan Wilkerson to sign the bank draft authorization for the payments to PNC. Motion seconded by Joe Matejka. Passed. Dan then presented the First State Bank of Bedias Automatic Transfer Authorization for that truck loan. It also requires two signatures. Michael Hering made the motion for Lloyd

Scasta and Dan Wilkerson to sign the document. The motion was seconded by Joe Matejka, and it passed unanimously.

9. Sales tax audit discussion. Michael will contact HDL and present a proposal for the next month's meeting.
  
10. Meeting for May will be on Monday the 9<sup>h</sup>, 6:30 p.m. Agenda items were discussed and will be included on posted agenda for the April meeting.

Dan Wilkerson adjourned the meeting at 8:15 p.m.